Emergency and Evacuation Policy

1. Policy Statement

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons.

In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre are paramount and as such, UWSELL is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations.

2. Legislative Requirements

Education and Care Services National Regulations 2011:

97 Emergency and evacuation procedures.

(1) The emergency and evacuation procedures required under regulation 168 must set out:
   a) instructions for what must be done in the event of an emergency; and
   b) an emergency and evacuation floor plan.

(2) For the purposes of preparing the emergency and evacuation procedures, the approved provider of an education and care service must ensure that a risk assessment is conducted to identify potential emergencies that are relevant to the service.

(3) The approved provider of an education and care service must ensure that:
   a) the emergency and evacuation procedures are rehearsed every 3 months that the service is operating, by the nominated supervisor, staff members and volunteers and children being educated and cared for by the service; and
   b) the rehearsals of the emergency and evacuation procedures are documented.

(4) The approved provider of an education and care service must ensure that a copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position near each exit at the education and care service premises.

99 Children leaving the education and care service premises

The approved provider of an education and care service must ensure that a child who is being educated and cared for by the education and care service does not leave the education and care service premises except in accordance with subregulation (4).

(5) The child may only leave the relevant premises if the child
   d) (ii) because of another emergency.

168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in subregulation (2).
   e) emergency and evacuation, including the matters set out in regulation 97

Work Health and Safety Regulation 2011 Regulation 43
Links to National Quality Standard:

2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

2.3.3 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

3. Who is affected by this policy?

a) Children
b) Staff
c) Families
d) Management

4. Implementation

UWSELL centres will:

A. Conduct ongoing risk assessments and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);

B. Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development; and

C. Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

1 Risks assessed should include but not be limited to a range of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery.

The Approved Provider and Nominated Supervisor will:

A. Work together with staff to identify potential emergency and evacuation situations that may arise at this specific centre to identify all risks associated with such situations. This risk assessment will be attached to this policy and reviewed at least on an annual basis;
The Nominated Supervisor will:

A. Work together with staff to develop procedures to manage all risks associated with emergency and evacuation situations. These procedures will be attached to this policy;

B. Ensure the development of an emergency evacuation floor plan. This floor plan will be attached to this policy;

C. Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones;

D. Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use;

E. Ensure that emergency equipment is tested as recommended by recognised authorities; and

F. Ensure that up to date portable emergency contact lists are held in each room within the centre and that evacuation procedures include the carrying of this list by the room leader at the point of evacuation.

G. Ensure that emergency evacuation risk assessments are carried out using the Emergency Risk assessment document.

H. Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these;

I. Ensure that all staff are trained in the emergency evacuation procedures;

J. Ensure that all staff are aware of emergency evacuation points; and

K. Ensure that families are regularly reminded of the emergency procedures in place at the service.

L. Provide staff and educators with specific procedures around all potential emergency situations;

M. Ensure that the evacuation procedures are in accordance with the evacuation floor plan;

N. Ensure that rehearsals of evacuation procedures are regularly scheduled, every month as a minimum, and that the schedule maximises the number of children and staff participating in the procedures;

O. Ensure that staff are aware of when scheduled emergency evacuations drills are to take place;

P. Ensure that spontaneous rehearsals also take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and

Q. Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

R. Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed;

S. Ensure all staff are provided with feedback forms after each evacuation; and

T. Ensure all emergency contact lists are updated as required.

U. The UWSELL/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

5. Sources

- Education and Care Services National Regulations 2011
- Work Health and Safety Regulation 2011
- National Quality Standard 2010
- Community Child care Co-operative

6. Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 24.02.12
Date for next review: 24.02.13

Approved by UWSELL Board
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